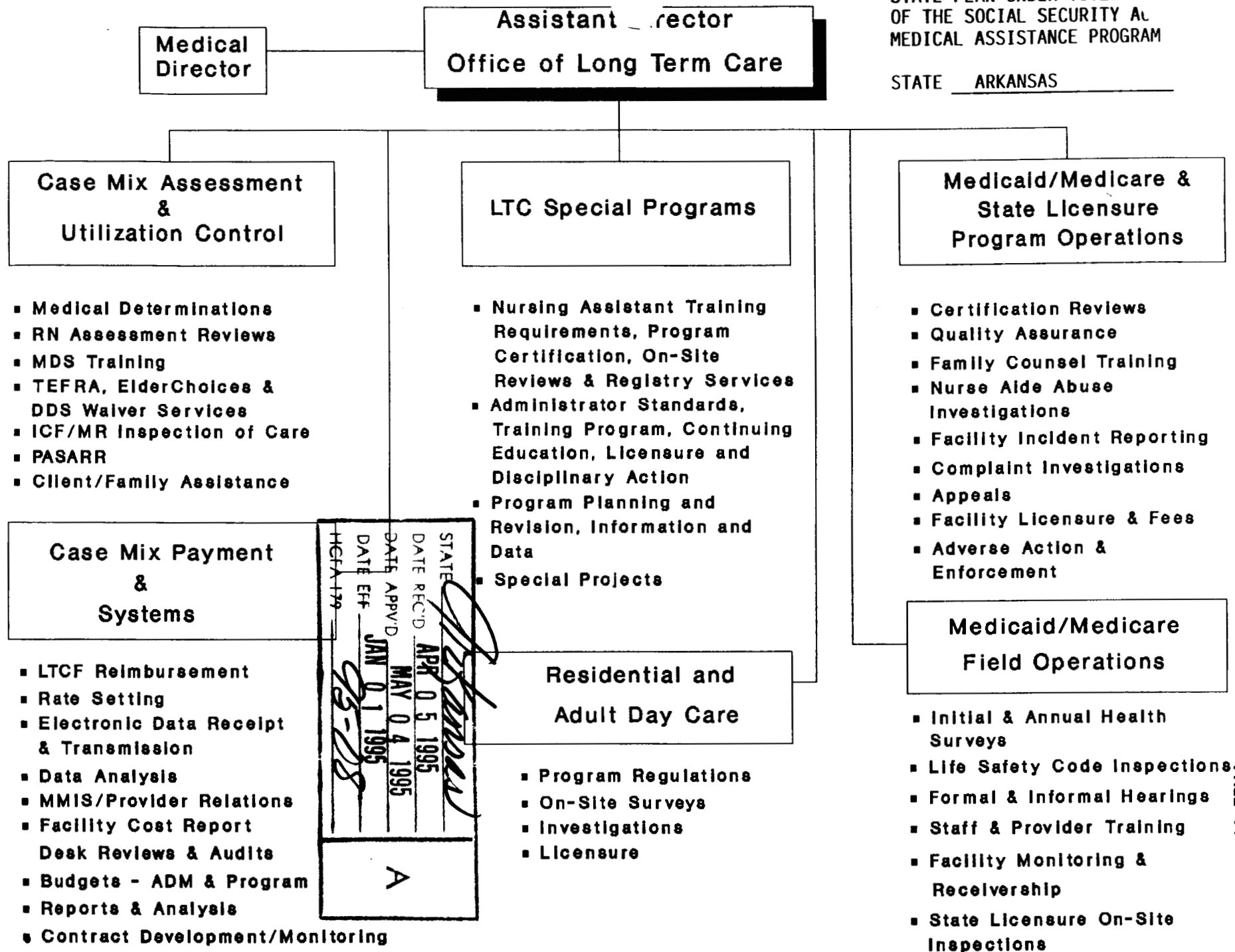


STATE ARKANSAS



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**STATE PLAN UNDER TITLE XIX OF THE SOCIAL SECURITY ACT
MEDICAL ASSISTANCE PROGRAM
STATE ARKANSAS**

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**DIVISION OF MEDICAL SERVICES
LONG TERM CARE SECTION
ASSISTANT DIRECTOR**

Revised: January 1, 1995

The Assistant Director, Long Term Care Section, serves as State Licensure Director and Medicaid/Medicare Health Facility Surveyor Director for long term care services. The Assistant Director is responsible for the management and administration of the Long Term Care Program for nursing facilities (NF), Intermediate care facilities for the mentally retarded (ICF/MR) and LTC Waiver services in conformity with HCFA Medicaid Bureau. As Health Facility Certification Director, the Assistant Director is also responsible for federal survey and certification activities related to Medicare Skilled Nursing Facility (SNF), NFs, and ICF/MR facilities in conformity with federal regulations and guidelines of the HCFA Health Standards and Quality Bureau. As State Licensure Director, the Assistant Director is also responsible for licensing NFs, SNFs, and ICF/MR facilities. In addition, the Assistant Director has responsibility for licensing residential care, adult day care, adult day health care, and post acute head injury facilities in accordance with Arkansas statutes. The primary functions performed by the Assistant Director's Office as they relate to the Medicaid LTC Program are as follows:

- Directs the development of program goals and objectives, applicable to Long Term Care Medicaid Services to aged and/or disabled recipients in Arkansas Medicaid certified facilities and waived services.
- Directs the implementation of the Long Term Care Medicaid program as directed by Federal/State statutes and regulations.
- Oversees budgetary planning and monitoring necessary for the overall operations of the Long Term Care program.
- Oversees the selection, training and work performance of Long Term Care personnel.
- Oversees the development and monitoring of Medicaid contracts and agreements necessary to meet federal and state program requirements.
- Serves as liaison to various federal and state committees, groups and organizations.

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ARKANSAS DIVISION OF MEDICAL SERVICES
LONG TERM CARE SECTION
MEDICAID PROGRAM

Revised: January 1, 1995

The Long Term Care Section is responsible for admissions and case mix assessments, OBRA programs, and inspection of care. These sections work with other OLTC sections, DHS divisions and offices, other public and private agencies and provider groups to maintain, evaluate and implement changes to the Medicaid program.

Units and functions in this section are:

Provider/Recipient Relations

- Provides technical assistance.
- Provides training as necessary.
- Responds to phone calls and written correspondence from providers/recipients, other state/federal offices.

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Admissions and Level of Care Determination

- Establishes the medical necessity for admission and continued stay and the level of care needed by those individuals eligible for medical assistance under Title XIX of the Social Security Act for Medicaid reimbursement.
- Prevents unnecessary and inappropriate utilization of care and services available to Medicaid recipients in nursing homes.

Home and Community Based Waiver Programs

- Reviews the medical needs of persons applying for Medicaid services under the TEFRA, ElderChoices and DDS Medicaid Waiver programs.

Inspection of Care

- Performs annual inspection of care (IOC) in ICFs/MR to determine if:
 - facility services are adequate to meet health, rehabilitative and social needs of each resident in order to promote his or her maximum physical, mental and psychosocial functioning,
 - each Medicaid recipient is appropriately placed in the ICF/MR.
- Prepares quarterly showing reports for Assistant Director's signature signifying Arkansas' compliance with all utilization control requirements for ICF/MR services.

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**ARKANSAS DIVISION OF MEDICAL SERVICES
LONG TERM CARE SECTION
MEDICAID PROGRAM**

Revised: January 1, 1995

Case Mix Assessments

- Provide technical assistance and training on completion of the Minimum Data Set (MDS) Assessment Instrument.
- Provide audit of MDS.
- Implement computerization of MDS statewide.
- Analyze MDS data for development of Case Mix Reimbursement system and trend analysis for use by certification.
- Provide financial audit of Medicaid Cost Reports.

Nursing Home Reform Programs

PASARR

- Oversees the Nursing Facility preadmission screening and annual resident review (PASARR) for mentally retarded and mentally ill nursing facility applicants and residents, including the following:
- Reviewing the medical needs of persons with mental illness or mental retardation requiring PASARR determinations and makes NF medical necessity recommendations to the State Mental Health and Mental Retardation authorities.
- Coordinating PASARR activities (assessments, alternate placement and the provision of Specialized Services) with assessment contractor, Mental Health and Developmental Disabilities Services and nursing facilities.
- Preparing PASARR Reports, as required.
- Providing consultation to Nursing Facility providers

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ARKANSAS DIVISION OF MEDICAL SERVICES
LONG TERM CARE SECTION
MEDICAID PROGRAM

Revised: January 1, 1995

Nursing Home Reform Program (Continued)

Nurse Aide Training Program

- Conducts the day-to-day operations of the Nursing Assistant Training and Competency Evaluation Program, including;
- managing the information and reimbursement systems;
- disseminating information from the Nursing Assistant Registry and the Abuse Registry;
- Oversees the operation of the Nurse Aide Training Programs.
- Provides consultation to Nurse Aide Training Providers.
- Coordinates the development of Nurse Aide Training policy and procedures and training curriculums.

Systems

- Conducts systems analysis to enhance operational efficiency.
- Provides in-service training and technical assistance for staff in the use of computer software, hardware and the local area network.

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ARKANSAS DIVISION OF ECONOMIC AND MEDICAL SERVICES
OFFICE OF LONG TERM CARE
MEDICAID PROGRAM

Revised: July 1, 1993

Nursing Home Reform Programs

PASARR

- Oversees the Nursing Facility preadmission screening and annual resident review (PASARR) for mentally retarded and mentally ill nursing facility applicants and residents, including the following:
 - Reviewing the medical needs of persons with mental illness or mental retardation requiring PASARR determinations and makes NF medical necessity recommendations to the State Mental Health and Mental Retardation authorities.
 - Coordinating PASARR activities (assessments, alternate placement and the provision of Specialized Services) with assessment contractor, Mental Health and Developmental Disabilities Services and provides consultation to NF providers and the public.
 - Preparing PASARR and Alternative Disposition Reports, as required.

Nurse Aide Training Program

- Conducts the day-to-day operations of the Nursing Assistant Training and Competency Evaluation Program, including:
 - managing the information and reimbursement systems;
 - disseminating information from the Nursing Assistant Registry and the Abuse Registry;
- Oversees the operation of the Nurse Aide Training programs.
- Provides consultation to Nurse Aide Training providers.
- Coordinates the development of Nurse Aide Training policy and procedures and training curriculums.

Systems

- Conducts systems analysis to enhance operational efficiency.
- Provides in-service training and technical assistance for staff in the use of computer software, hardware and the local area network.

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ARKANSAS DIVISION OF ECONOMIC AND MEDICAL SERVICES
OFFICE OF LONG TERM CARE
UTILIZATION CONTROL

Revised: March 1, 1993

The Utilization Control Section, Office of Long Term Care, is responsible for the following functions:

- Establishes the medical necessity for admission and continued stay and the level of care needed by those individuals eligible for medical assistance under Title XIX of the Social Security Act for case mix reimbursement.
- Prevents unnecessary and inappropriate utilization of care and services available to Medicaid recipients in nursing homes.
- Prepares quarterly showing reports for Director's signature signifying Arkansas' compliance with all utilization control requirements for ICF/MR services.
- Reviews the medical needs of persons with mental illness or mental retardation requiring PASARR determinations and makes NF medical necessity recommendations to the State Mental Health and Mental Retardation authorities.
- Coordinates PASARR activities with assessment contractor, Mental Health and Developmental Disabilities Services.
- Oversees the Nursing Facility preadmission screening and annual resident review (PASARR) for mentally retarded and mentally ill nursing facility applicants and residents.
- **Performs annual Inspection of Care (IOC) in ICF/MRs to determine if:**
 - **facility services are adequate to meet health, rehabilitative and social needs of each resident in order to promote his or her maximum physical, mental and psychosocial functioning,**
 - **it is necessary for the recipient to remain in the facility,**
 - **it is feasible to meet the recipient's needs through alternative institution or non-institutional services,**
 - **recipient is receiving active treatment.**

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ARKANSAS DIVISION OF ECONOMIC AND MEDICAL SERVICES
OFFICE OF LONG TERM CARE
RESIDENTIAL AND ADULT DAY CARE SECTION

Revised: March 1, 1993

The Residential and Adult Day Care Section, Office of Long Term Care, is responsible for the following functions:

- Conducts medical/social evaluations of residents housed in long term residential care facilities to ascertain if they are properly placed. Makes recommendations for necessary changes.
- Maintains files for all long term residential care facilities.
- **Administers the Adult Day Care Program and Adult Day Health Care Program for licensure and compliance to State rules and regulations which are currently being established.**
- Investigates complaints in all reported unlicensed residential care facilities.
- Conducts all clerical actions relating to the above functions.
- Conducts licensing inspections and investigates complaints in all licensed long term residential care facilities.
- Conducts Civil Rights reviews to ensure all long term residential care facilities are in compliance with Civil Rights Act of 1964 and with Civil Rights for the handicapped.
- Ensures compliance with appropriate state laws, rules and regulations pertaining to long term residential care facilities.
- Conducts on-site assessments of long term residential care facilities and residents to evaluate the facility's capabilities to meet the needs of their residents and to evaluate the quality of care and services provided.
- Administers the Long Term Care licensing program for all long term residential care facilities.

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